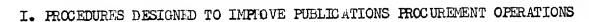
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PROPOSED GOODMAN-

MEETING ON PUBLICATIONS PROCUREMENT



A. Cooperation and coordination in Washington support programs

1. Formulation of single basic and standing requirement

2. Coordinating and synthesizing comments on Publications Procurement for the <u>Annual Evaluation of Foreign Service Reporting</u>.

-3. Acquisitions lists

4. Maximal use of commercial procurement channels

5. Exchange of copies of pertinent communications between - ωR interested offices

B. Special Activities in Support of Publications Officers

1. Northly Newsletter

2. Transmission of PPO lists, NIS Schedules, etc.

3. Form letters to new POs and initial requirements-

-4. Commendations- Ach - delegrents

5. Periodic evaluation of PO's work

6. Briefings of full-time and part-time POs

7. Problem of ad hoc PO transfers

C. Transmission and Washington-Field Communications

1. Direct transmission from publisher to Department and ICD/FP

2. The declassification of communications regarding procurement .

3. The signing and route of transmission of communications

D. The Publications Officer; His Role and Modes of Operation

1. The role of the RO in the Post 4

2. Staff assistance

3. Reduction of administrative routine

4. Regional responsibilities

5. Annual PO reports

6. Travel

7. Procurement for Embassy use & -

8. Security problems in lists for vouchers

9. 25% Aftion and coordination within post between USIS,

Deplications at different posts was list putting

responsibility

12. Qualiface tions (Full time (Po)

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II. THE COORDINATOR OF PUBLICATIONS

- E. Rank, Status, and Qualifications of Coordinator
- F. Responsibilities of Coordinator
 - 1. Coordinate certain procurement operations in Washington agencies
- 2. Receive allocations and authorize expenditures for publications
 - 3. Sit on all appropriate committees
 - 4. Chair informal working group of participating agencies on operational matters
 - 5. Sign, clear and/or concur in all communications to the field
 - 6. Negotiate with Department of State bureaus on appropriate matters
 - 7. Make trips overseas to boost and investigate procurement and chair conferences of Publications Officers
 - 8. (Formulate) overall policy and generally direct POs and program in coordination with appropriate offices and the Foreign Language Publications Committee of the IAC
 - 9. Brief appropriate outgoing personnel (e.g., principal officers) 10. Brief Foreign Service Institute classes
 - G. Logistics of the Position of Coordinator

III. THE GRAPHICS PROGRAM

11. advice Train Service Dones on appointment of full. time Plop. in Relationship & 100/FA

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PROBLEM AREAS IN PPO PROGRAM

Headquarters

- SAP
 Status of ICD/FP
 Publications Announcement Media
 PPO Qualifications
 Georgination of Requirements
- 5. Coordination of Requirements

Field

- 1. Fiscal
- Staff Support
 Travel

